

LYNDON CITY COUNCIL
REGULAR MEETING MINUTES OF
February 20, 2017

The Lyndon City Council met in regular session on Monday, February 20, 2017, 7:00 p.m., at City Hall.

1. CALL TO ORDER: Mayor Morrison called the meeting to order.

- a) ROLL CALL: City Clerk called roll of the City Council. Mayor Morrison and members Bill Patterson, Doug Watson, and Darin Schmitt were present. Ryan Kuhn absent with notification.

City Staff present: Julie Stutzman, City Clerk; David Wilson, Maintenance Supervisor; and Darrel Manning Chief of Police/Zoning Administrator;

Others Present: Brian Foster, BG Consultants; John Welch, CPA; and Tammy Schlingmann, Osage Herald Chronicle.

2. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

- a) Patterson made the motion to approve the regular meeting minutes of February 6, 2017 as amended. Watson seconded, motion carried.

3. CONSENT AGENDA:

- a) Approval of Bills: Watson made the motion to approve the bills as set forth. Schmitt seconded, motion carried.

4. PUBLIC COMMENTS: None.

5. CORRESPONDENCE TO COUNCIL:

- Pledge of Securities from Lyndon State Bank as of January 31, 2017. The City Clerk noted they raised the pledge amount to cover funds received for the project.
- January/February 2017 edition of the Kansas Governmental Journal.

6. UNFINISHED BUSINESS:

- a) WASTEWATER PROJECT UPDATE: Brian Foster with BG Consultants discussed the next steps for the wastewater project. He stated he scheduled a meeting with the landowner on the proposed site for the lift station for Friday, February 24 at 11:00 a.m. Mr. Foster stated the landowner seems agreeable, however, wants to discuss access to the property. He stated the next steps after the meeting with the landowner would be to prepare a legal description, review the layout with the Council, and then schedule land appraisals for the site if needed.

Mr. Foster stated the land survey for the force main is underway and still trying to fit in the KDOT right-of-way, however, before letters are sent to the surrounding property owners, he will double check to make sure all the right-of-ways and utilities are surveyed. He stated that once the alignment is complete, letters asking

property owners for donation of easements or if they wish they exercise their rights to appraisals will be sent. Mr. Foster stated they will try going with the KDOT right-of-way first and then proceed from there.

Flow monitoring is underway and has been going on for the last 2-3 weeks to help gauge a better size for the proposed lagoon and wetland. Mr. Foster stated they are hoping to get a lot of "dry" flows to get a baseline before the rain season begins in March. Mr. Foster stated he would be working on those items in the next few weeks.

- b) CDBG GRANT AGREEMENT: The Council received a copy of the CDBG grant agreement for review and discussion. The City Clerk stated she received an email from the City Attorney that states he reviewed the contract and has no concerns. She stated the contract begins on March 1, 2017, the Environmental report has to be cleared by CDBG in six months and the construction contract awarded in one year from that date. Watson made the motion to approve and authorize the Mayor to sign CDBG Grant Agreement 17-PF-008. Patterson seconded, motion carried.
- c) CDBG PAYMENT REQUEST AUTHORIZATION FORM: The City Clerk stated a payment authorization is to be submitted to CDBG and needs at least three people, preferably four to be able to sign the request for payment. She stated her recommendations would be the Mayor, Council President Schmitt, the City Treasurer and herself. Patterson made the motion to authorize Mayor Morrison, Council President Darin Schmitt, the City Clerk and City Treasurer authorized signatures to request CDBG payments. Schmitt seconded, motion carried.
- d) DETERMINATION OF LEVEL OF REVIEW: The Council received a copy of the updated Determination of Level of Review from Garret with Governmental Assistance Services. The initial project location stated it was within City limits, however, the lagoon site is not and the document updated with specific locations. After a brief discussion, Schmitt made the motion to approve and authorized the Mayor to sign the updated Determination of Level of Review for the CDBG grant. Watson seconded, motion carried.
- e) 2016 AUDIT REVIEW: John Welch, CPA reviewed the audit for year-end as of December 31, 2016 with Council. He stated there were no findings and all of the records and documentation of transactions were accurate. He also discussed year-end fund balances in each fund as well as revenues and expenses. After a lengthy discussion, Schmitt made the motion to approve the 2016 audit as amended. Patterson seconded, motion carried.
- f) SIGNS AT CITY PARK REQUEST: The City Clerk stated she received a request from the Lyndon Leaders 4-H club about sponsoring a sign at City Park to promote their organization. The Maintenance Supervisor stated there are approximately six available spots on the sign left and sizes of approximately 12 x 12 or 14 x 34. After a brief discussion, it was consensus of the Council to have the Lyndon Leaders submit a proposed sign for approval.

8. STAFF REPORTS:

- a) POLICE: Council received a copy of the Officer Activity report for February.

Schmitt asked about the welfare of the residents and property on 10th Street. The Chief of Police stated after discussion with the County Health Department, there is nothing that they or the City can do at this point according to statute.

- b) PLANNING AND ZONING: No meeting in February due to lack of quorum. The Zoning Administrator stated there is a possibility of changing meetings to every two months to in hopes of promoting better attendance.

- c) PUBLIC WORKS: Council received a copy of the Maintenance Activity report.

The Maintenance Supervisor provided Council with pictures of the tornado sired on 7th Street. He stated the structure holding the siren is in disrepair and the siren is not operational. The actual siren is a three-phase set up and one of the legs is direct to ground, which indicates there is something in the motor that is causing fuses to malfunction. The Maintenance Supervisor stated he met with Dave from KCPL and that once the Maintenance Supervisor talks with Council that KCPL might be able to help bring down the system and remove the pole.

He briefly discussed the options of increasing the number of horns per siren or adding a siren in another area that is compatible with the current system. Watson asked if there has been discussion with Osage County Emergency Management and the Maintenance Supervisor stated he has not due to this just coming about. The Maintenance Supervisor stated we would contact Bryce Romine about the availability of grants to help in replacing the siren.

Watson voiced his concern about losing the siren and wanted to make sure that no section of the city is left uncovered for emergency purposes. It was noted that when the two sirens were installed that they overlap in coverage area. The Chief of Police stated he was on Jackson Street the day they were tested and could hear both sirens from that location.

The Maintenance Supervisor stated he has been researching the raw water line from the water plant to the former City Lake; however, not much information on exact location is available, but looking through City records.

Patterson thanked Maintenance for their work on the new sign at City Park.

- d) CITY CLERK: Council received a copy of the Clerk's report and briefly discussed.

The City Clerk reminded the Council of the ribbon cutting ceremony at Hair 2 Dye 4 on Saturday at 9:30 a.m.

The City Clerk stated that she will start advertising for summer and have already begun to receive applications for the pool. The City Clerk stated they would be taking applications until April 4.

9. COUNCIL/MAYOR COMMENTS AND REPORTS:

Patterson asked about getting the one-percent sales tax on the ballot and when that needs to be approved by. The City Clerk stated she has to have the language to the County Clerk by August 1 and the council seats that are up for re-election. She stated she has spoke to the City Attorney and discussed approving it in March and to the Clerk way before the deadline.

The Mayor stated he has been doing some research on Kwikom and talked with about four different locations that have their service, and received positive responses. He stated that he and the Maintenance Supervisor are headed to Yates Center on Thursday to see the set up on their water tower. The Mayor stated that some of the towns are getting small lease amounts as well for the tower space.

10. EXECUTIVE SESSION: None.

11. ADJOURNMENT: Schmitt made the motion to adjourn to Monday, March 6, 2017, at 7:00 p.m. for regular meeting. Patterson seconded, motion carried.



City Clerk